

11, T-31

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MINUTES OF DEPUTY DIRECTOR (SUPPORT)

STAFF MEETING

26 October 1955

Distribution

Deputy Director (Support)
Assistant Deputy Director (Support)
General Counsel
Director of Communications
Comptroller
Director of Logistics
Director of Personnel
Director of Security
Director of Training
Chief, Audit Staff
Chief, Commercial Staff
Chief, Management Staff
Chief, Medical Staff
Special Support Assistant
Chief, Project Administrative Planning Staff
Assistant for Administration, DD/I

Document No. 006

NO CHANGE in Class. ☐

☒ DECLASSIFIED

Class. CHANGED TO: TS S C

DDA Memo, 4 Apr 77

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Date: 28/02/78 By:

25X1

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MORI/CDF Pages
2 and 3

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1. Colonel White opened the meeting with a discussion of personnel ceilings noting that recent DD/S office requests for personnel increases suggest misunderstanding of the application of these ceilings. It was pointed out that the DD/S personnel ceiling was established by the Director on 18 August 1955 as the DD/S "on duty" strength of 31 July 1955, plus [] positions. Certain special projects were provided for separately. The [] positions represent the DD/S share of Agency ceiling positions as determined by the Director and in combination with the actual DD/S "on duty" strength of 31 July 1955 set the maximum personnel strength of the DD/S area through FY 1957. For budgetary reasons only, the [] positions were allocated to DD/S offices; actually, with but a few minor exceptions the personnel ceilings of DD/S offices are, and have been since the DCI directive of 18 August, the "on duty" strength of 31 July 1955. Colonel White emphasized the fact that the [] positions allocated by the Director will provide for necessary flexibility within the DD/S component and are not to be used to expand office strengths except for the most urgent reasons. 25X9

Colonel White reaffirmed the interest of the Director in reducing Agency strength and cited the House Post Office and Civil Service Committee recommendation for a 10% personnel cut in all federal agencies. Mr. Pforzheimer added that the most recent development regarding negotiations with the Committee calls for CIA to render an informal accounting on personnel strength to the Committee in closed session. However, it has been requested that an Agency representative attend the open hearings of the Committee on this subject in order that the sense of Committee action may be directly conveyed to the Agency. 25X9

Colonel White commented briefly on the military personnel ceiling noting that use of military personnel and civilian personnel must be guided by the same "ceiling" philosophy. The fact that an individual wears a uniform or may be on a reimbursable detail does not alter the principle of restriction and personnel economies which the personnel ceiling represents.

Colonel White called attention to Agency policy in hiring retired military personnel and in military procurement practices involving recall to active duty. Public Law 53 and Department of Defense provisions for recalling former military personnel to active duty for assignment to CIA are not to be used unless an individual offers special service-connected qualifications for employment which we definitely need.

2. Colonel White announced that Veterans Day, 11 Nov 55, will be an Agency holiday and duty officer assignments are to be made accordingly. Normal duty officer requirements for Saturdays will be observed on 12 November. The decision to direct work to be performed on 11, 12, or 13 November on the basis of operational necessity is left to the discretion of office heads.

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3. Mr. Reynolds stated that the outstanding success of the Consolidated Charities Fund drive will enable CIA to make a contribution to the Community Chest which will be considerably greater than that given a year ago. He estimated our contribution at \$60,000 and noted that this figure would stand extremely well in relation to other government agency contributions.

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4. The Director recently requested [] to obtain reports from field station chiefs regarding current Congressional visitations. Colonel White thought it quite possible that such reports might provide information of assistance in our budget presentation.

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5. Colonel White noted that [] is taking on the responsibility for the Director's semi-annual report to the National Security Council. It is appropriate for office heads in a position to assist [] to do so voluntarily.

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6. Colonel White announced that [] will work on the Agreed Activities paper upon termination of his present assignment.

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7. The possibility of developing statistics on unclaimed overtime and unused or forfeited leave for use in budget discussions was considered. [] said that he thought this could be done although at this time he was not in a position to weigh the reporting problems involved. Colonel White requested [] to investigate the matter and report on the feasibility of gathering these statistics.

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8. [] was requested to discuss the application of Regulation [] (tentative), "Travel Regulations, Per Diem Allowances." He pointed out that provision for authorizing officials to regulate mileage and per diem allowances within the maximum allowances has pointed up a need for standardization. Discrepancies in interoffice interpretation of these travel allowances will undoubtedly create administrative problems. Colonel White requested that [] convene a committee to study this matter. The committee will be composed of a representative from the offices of the DD/I and the DD/P; [] will represent the DD/S area.

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9. [] advised that the target date of 2 Jan 56, which had been set for the conversion of Confidential Funds Regulations, cannot be met unless offices step up the review time normally taken in the past. At this time, all regulations rescinding outstanding Confidential Funds Regulations have been sent out for coordination by the Regulations Control Staff. Colonel White requested that office heads take appropriate action to speed their coordination.

10. There being no further business, the meeting was adjourned.

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